

Commonly Missed Site Plan Requirements

Codes: Building Construction Services

1. Show the Group and Construction type as defined by the International Building code.
2. Show square footage of new buildings. If the project is an addition show the total square footage of the existing and new building.
3. If the building is required to be sprinklered as required by either chapter 5 or 9 of the International Building Code, indicate on the plans that the building will be sprinklered.
4. Show exterior wall fire resistance rating, when required by chapter 6 of the International Building Code.
5. A building cannot cross a property line. If a proposed building is shown to cross a property line, either the property line must be vacated or a fire wall must be constructed at the property line, to create a separate building.
6. "Accessible Route" for a physically disable person must be clearly shown.
7. All handicap accessible parking must be clearly shown.
8. If a "Frontage increase-Area Modification" is being used as per section 506 of the International Building code, calculations and the area of use must be shown

Codes: Backflow Prevention

1. An approved backflow preventer shall be installed on all fire service lines; irrigation systems; domestic water service lines to high hazards locations (piers, docks, waterfront facilities, hospitals, mortuaries, etc.) and all buildings four stories or more in height.
2. Additional backflow protection may be required on potable water lines depending on the degree of hazard activity within the premises.
3. All backflow preventers must be protected from the elements with an enclosure to prevent freezing and damage or installed within a conditioned space.
4. All Storm and Sanitary Sewers, 8 inches and larger, must have manholes at each change in direction per International Plumbing Code.

Environmental Services:

1. Please provide the total amount of land disturbance (square footage) associated with this project in bold on the cover sheet. This number would include all staging and lay down areas.
2. For projects within the CBPA please have the applicant identify the "Upper Limits of CBPA Wetland", the "Upper Limits of the 50' RPA Buffer", and the "Upper Limits of the 100' RPA Buffer".
3. Please have the applicant provide a site specific erosion and sediment control narrative which should address all applicable minimum standards, exact amount of land disturbance, description of existing drainage area, any adjacent areas which might be affected, a description of selected E&S control measures and schedule of inspections, a

description of permanent stabilization measures, and a constriction sequence. A description of the State required narrative, checklist and an example can be found in Chapter 6 of the Virginia Erosion and Sediment Control Handbook 1993. The narrative should be included on the plan sheet itself rather than as a separate attached document.

4. If the land disturbance is greater than 1 acre or 2500 square feet in the CBPA include the following note on the plan: "For all sites 1 acre or greater, or greater than 2500 square feet in the CBPA, contact the Virginia Department of Conservation and Recreation at (804) 786-3957 to obtain a VSMP permit."
5. Include E&S control locations and all associated details for the measures shown on the plan.
6. Provide temporary and permanent seeding specifications on the plan consistent with Erosion & Sediment Control Technical Bulletin No. 4 - Nutrient Management for Development Sites which can be found on the DCR website.
7. Provide a bold note on the cover sheet requiring contractor/developer to contact the City of Norfolk, Bureau of Environmental Services @ 664-4368 at least 48 hours prior to any land disturbing activity so that a preconstruction conference can be scheduled.
8. Include the City of Norfolk Standard E&S Notes and the Land Disturber Certification Note on the plan.
9. If the site is within a CBPA designated Intensely Developed Area (IDA) add the following note to the plan: This property is located within a City of Norfolk CBPA designated Intensely Developed Area (IDA).

Fire

1. For site plans containing large structures an ISO fire flow calculation (or fire flow calculation based on the International Fire Code) must be submitted
2. Show locations of fire hydrants within approved distances from protected structures. Fire hydrants must meet the required fire flow needed.
3. Fire lanes with approved pavement markings and signage may be required. This will depend on fire department vehicle access and the need to keep encumbrances away from fire department connections, etc.
4. The site plan must contain the square footage of the building and the type of construction. Also it is helpful to know whether the building will have automatic fire sprinklers and the location of the FDC.

Health Department

1. Prior to obtaining a demolition permit for demolishing a structure, the contractor shall apply for a Rat Free Permit issued by the Norfolk Department of Public Health, Bureau of Environmental Health. Contact 757-683-2712 for additional information. **Provide a notation on the site plan, if a structure is to be demolished, which states that a Rat Free Permit is required.**
2. The Norfolk Department of Public Health, Bureau of Environmental Health, regulates temporary commercial bulk refuse containers (dumpsters) if used for construction waste.

The contractor is required to obtain a Temporary Bulk Refuse Container Permit from the health department. Contact 757-683-2712 for additional information. **Provide a notation on the site plan of this requirement if a construction dumpster is needed.**

3. The Norfolk Department of Public Health, Bureau of Environmental Health, regulates commercial bulk refuse containers (dumpsters and private roll out containers) if utilized. **If the structure is to have a dumpster, provide a detail of the pad and enclosure on the site plan, along with the location on the site. Also provide a notation that the client is responsible for obtaining a Bulk Refuse Container Permit once the project is completed.** Contact 757-683-2712 for additional information.
4. Additional plans (floor plan to include equipment layout and finish schedule) may be required if the project is for a hotel, swimming pool, marina, barber/beauty shop, kitchen for a school, daycare, religious institution, or any other type of food service establishment.

Parks & Forestry

1. Provide the signature of the landscape architect or Virginia Certified Horticulturist as specified in 17-3.2(c)
2. Provide zoning of the adjacent lots as specified in 17-3.2(h).
3. Provide landscape note 1-3 as specified in 17.3-2(q).
4. In the plant list, change the size of all trees to a minimum of 2 ½ "caliper and 8 'in height as specified in 17-3.2 (q) (1).
5. Plans need to delineate parking area, square footage, and the interior green space square footage as specified in 17-4.1.
6. Show the percentage of landscaping as specified in 17-4.1.
7. Show the dumpster location and provide screening per 17-4.4.
8. In the Plant List, shrubs installed to screen the parking lot from the public right of way must be a minimum height of 30 inches at time of planting per 17-5.3(b)(3).
9. Interior landscape islands need to be as specified in 17-5.3.2(o).
10. Where commercial abutts residential, provide screening with trees and shrubs as specified in 17-5.3 (a)(3). If a fence is used, provide the details on the landscape plan.
11. Show all trees that are to be retained and those that are to be removed. Provide tree protection for all trees that are to be retained and show tree protection as specified in 17-13.
12. Show Tree Protection for all trees on City property within the limits of construction.
13. For project that fall within the CBPA:
 - delineate 50' and 100' Resource Protection Areas on ALL pages of plans
 - provide tree survey of ALL existing trees showing species and canopy/caliper size within entire 100' RPA
 - show tree protection fencing of trees to remain and designate trees to be removed with an "X"
 - Add CBPA note to demo and first page: This project falls in the Chesapeake Bay Preservation area; according to chapter 45-section 17b., a tree work permit is required before commencement of any disturbance to the 100' resource protection

area which extends from the edge of wetlands or bank/shoreline inland. Contact Parks and Urban Forestry at 823-4035.

- Include Tree Protection Notes for CBPA.

Police

1. Light fixtures should have vandal proof lenses
2. Courtyard areas should be well lit or secured with fencing or a wall to prevent trespassing.

Storm Water Management

1. Make sure our telephone number is on the plans. 823-4000.
2. Provide a bold note on the cover sheet requiring contractor/developer to contact Environmental Storm Water @ 823-4000 (48 hours notice) for pre-construction conference & inspection requirements when a BMP is to be installed.
3. Provide infiltration rate for all infiltration BMP's, inches per hour.
4. Identify BMP by type on plans with bold letters and provide details for design/construction.
5. Provide bold note on plans requiring contractor/developer to contact Environmental Storm Water @ 823-400 (48 hours notice) for tie-in inspection of City of Norfolk storm water infrastructure.
6. Provide CBPA calculations for all Site Plans.
7. Provide Compliance Worksheet C: Determine correct drainage area served by BMP.
8. Provide pre & post development quantity calculations for both the 2 & 10 year storm event. Post development can not exceed pre development conditions.
9. Provide drainage flow map with directional flow arrows. Site can not drain onto adjacent private property.
10. Provide Environmental Storm Water a copy of BMP Maintenance Agreement document and a receipt showing it was recorded with Circuit Court.
11. Provide note on cover sheet indicating total site acres and acres of impervious for post development.
12. Environmental Storm Water Management will accept the States CBPA Performance-Base Water Quality Calculation Worksheets

Streets & Bridges

1. Provide standard utility cut detail.
2. Provide asphalt pavement replacement detail.
3. Provide concrete roadway patch detail.
4. Provide VDOT CG-12 curb ramp detail to meet VDOT L & D Division Memorandum I111 M-LD55.7 dated 02/12/03 Subject: Curb Ramps & Sidewalk (truncated domes).
5. All ADA curb ramps being replaced must conform to VDOT CG-12 standard as outlined in VDOT L & D Division Memorandum IIM-LD-55.7 dated 02/12/03
6. All pavements in the Right-of-Way shall to be VDOT Superpave 9.5D on Arterial/Collector streets and VDOT 1987 S-5 on all other streets design mix.

7. Show installation of new driveway apron with detail providing a min. 4' walking space across the entrance that has a cross slope no greater than 2%
8. Provide right-of-way improvements (curb & gutter, sidewalks, etc.), if none are currently in place
9. All pavement repairs in the Right-of Way must comply with the current Public Works, ROW Excavation and Restoration Manual, available on the City of Norfolk website www.norfolk.gov/PublicWorks

Surveys

1. A preliminary subdivision plat (if needed) must be submitted prior to conditional approval of the site plan
2. Lots created by deed after certain dates may need a subdivision plat.
3. Vicinity map.
4. Scale (1"= 40' minimum) and North arrow.
5. Certification stamp with signature.
6. Name, address and phone number of originator (owner/contractor)
7. Existing and proposed topographic data.
8. Street, property and lease lines with bearings and distances, and tie to nearest intersecting street.
9. Show existing improvements in adjacent public rights-of-way.
10. Legend, revision block and submittal date.
11. NAVD '88(92) Datum is the accepted Vertical Control Datum in the City of Norfolk. Unless otherwise specified by the Director of Public Works, no other datum will be acceptable on site plans.
12. Vertical control datum must be shown on the grading/layout plan, even if shown on other sheets within the plans submitted.
13. Right of way return radii at arterial street intersections shall be a minimum of 20', with a 10' minimum required at minor intersections, to be dedicated to the City of Norfolk.
14. Other items to be reviewed by the Division of Surveys
 - Correct addresses
 - Easements and/or rights-of-ways that may affect the property
 - Encroachments into the rights-of-way

Transportation

Transportation site plan review guidelines can be found on page 40 of the site plan packet.

1. Provide site lighting plan with photometric calculations.
2. Relocate sewer cleanout out of driveway entrance. No cleanouts or water meters allowed within driveway entrances.
3. Provide the following General Note: "Lighting shall be provided for exterior of buildings and/or parking lots in such a manner as to assure safety and security. Luminaries shall be cut-off types or shielded and there shall be no spillover on to adjacent properties and right of way."
4. Provide a traffic control plan for any anticipated work in the roadway.

5. A minimum 30' sight triangle is required at all entrances. Nothing in this triangle may be higher than 24" at maturity.
6. The driveway flare should begin 5' from outside the curb or edge of street pavement.
7. Include the following General Note: "The removal or relocation of all utilities and appurtenances will be at the risk and expense of the contractor. These include but are not limited to VA Power, sewer, water, telephone, long distance communication, cable television, etc."
8. Include Norfolk standard detail for HS-25 Driveway Apron.
9. Include the following General Note: "Traffic control plans and details are required for all construction in the right-of-way. Work in City right-of-way is permitted only between the hours of 9:00 a.m. and 3:00 p.m. or as determined by the City Transportation Engineer."
10. Call out pavement repairs for utility cuts. Ensure that the repairs conform to the City's Right-of-Way Excavation & Restoration Manual.
11. Ensure proper vehicle turning movements into/out of site. All spaces must be designed to be entered in one maneuver, and exit in a forward direction with no more than two maneuvers.
12. Provide dimensions for driveway and parking area. Show the proposed parking layout.

Utilities

Utilities site plan review guidelines can be found on page 45 of the site plan packet.

For duplex site plan reviews:

Water meter information:

- 1" Taps and 1" meters shall be provided for all dwellings 3 stories or greater.
- 5/8" water meters are not allowed for single family dwellings 3 stores or greater.
- 3/4" meter size may be considered if adequate hydraulic information is provided to the Department of Utilities and the domestic water demand is provided on the plans

Other common duplex site plan comments:

1. Ensure City water and sanitary sewer mains with sizes are shown on the plans. At the City sanitary sewer main, request rim and invert elevations to be labeled at nearest main line sanitary sewer structure. Request sanitary sewer pipe material to be called out on the plans.
2. Request proposed and/or existing sanitary sewer taps to be shown and labeled at the City sanitary sewer main. For proposed sanitary sewer taps, request callout to include the phrase "PROPOSED SANITARY SEWER TAP" or phrase of identical meaning and including the tap size to be provided.
3. Request length, size, minimum slope, and pipe material type to be labeled for any proposed City right-of-way sanitary sewer laterals. Include minimum slope information. Acceptable pipe materials include PVC SDR 26 pipe or Ductile Iron Pipe (Sewercoat lined or approved equal).

4. Request proposed property line sanitary sewer cleanouts to be shown and labeled. The property line cleanouts should be shown located at the property line.
5. Request proposed water meters with sizes to be shown and labeled in the City right-of-way. Locations should be in areas normally between sidewalk and curb.
6. Request existing and proposed water taps to be shown and labeled. For proposed water taps, request callouts at the City water main which include the phrase "WATER TAP" or phrase of identical meaning and including the tap size.
7. Request a note to be provided which reads, "Water line tap and meter shall be performed by city forces at the owner's expense. Location shown on the plans."
8. Request a note to be added which reads, "The utilities field engineering office shall be contacted at telephone 823-1001 five (5) days prior to start of work to schedule an inspector. Approved submittals required for all inspected materials."

Zoning

1. Provide signature panel for Department of Planning & Community Development.
2. On residential plans, please clearly indicate the usable open space with cross hatching or some other method **and** provide calculations on the site plan.
3. Provide flood zone determination, including panel number.
4. Indicate proposed elevations using NAVD88.
5. Provide parking calculations and clearly indicate parking spaces on the site plan (including inside the garages). Typical parking space is 9' x 19'.
6. Parking is not allowed in the required front, corner side, or buffer yards.
7. Indicate location of HVAC units, and the finished floor elevation.
 - In commercial zones and some residential zones this equipment must be screened from view from the public street.
 - If the mechanical units are on the roof, just include a note on the site plan that states they are on the roof.
 - If you are showing mechanical units in a 5 foot required yard, please provide the specs for the mechanical units. They are required to be a minimum of 3 feet from the property line, and most mechanical units are required to be at least 1.5 feet from the house.
8. Indicate height of buildings on the site plan.
9. Clearly indicate all setbacks.
10. Maximum width of driveways in required front yard or corner side yards is 20 feet.
11. Provide zoning of the property including any overlay districts. For commercial sites please indicate the zoning of adjoining properties.
12. If the property is conditionally rezoned or if there is a special exception tied to this property, please list the conditions of the rezoning or special exception on the cover sheet.
13. Please provide the location and proposed screening of the refuse containers (per Section 17-4.4).